Accessing and Using HMIS for CES

by

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Agenda

- CES Overview
- Accessing and Participating in HMIS for CES
- Using HMIS for CES

Accessing HMIS for CES

STEP 1

Sign

Organization Agreement

STEP 2

Set up

HMIS Program(s)

STEP 3

Attend

HMIS Training

Accessing HMIS for CES – Step 1

- Signing the Organization Agreement
    - **Who:** Executive Director or other Authorized Representative
    - **What:** Organization Agreement
    - **When:** Any time prior to users attending training
    - **Why:** Requirement to participate in HMIS and share CES data
    - **How:** Send scanned copy to LAHSA.training@lahsa.org

Accessing HMIS for CES – Step 2

- HMIS Program Setup
  - **Who:** Program Manager or Director
  - **What:** HMIS Program
  - **When:** Any time prior to users attending training
  - **Why:** All users require access to a program to enter assessments and other information
  - **How:** Contact JoinHMIS@lahsa.org

Accessing HMIS for CES – Step 3

PROGRAM TYPE	INDIVIDUAL ROLE	TRAININGS TO ATTEND	HMIS ROLE PROVIDED
Permanent Housing	Housing Provider	HMIS 511 Webinar (1 Hour)	CES_Housing_Provider
Assessment Only	Assessment Only	HMIS 10 Webinar (if new user; 3 Hours) HMIS 509 (3 Hours) - First Half	CES_Assessments
Access Center and/or other supportive service program **Emergency Shelter** **Transitional Housing**	Housing Navigator/Case Manager	HMIS 10 Webinar (if new user; 3 Hours) HMIS 509 (7 Hours) - Full Class	CES_Standard
Outreach	Outreach	HMIS 10 Webinar (if new user; 3 Hours) HMIS 102 (3 Hours)	CES_Outreach

Accessing HMIS for CES – Step 3

ROLE / ACCESS	HOUSING PROVIDER	ASSESSMENT ONLY	HOUSING NAVIGATOR/CASE MANAGER	OUTREACH	COMMUNITY COORDINATOR	COMMUNITY MATCHER
Enter CES Survey		X	X	X	X	X
Provide Housing Navigation Services			X	X	X	X
Provide Case Management Services			X	X	X	X
View Client Prioritization List			X	X	X	X
View Housing Resource List	X		X	X	X	X
Manage Client Prioritization List					X	X
Manage Housing Resource List	X				X	X
Enter Vacancy Form	X				X	X
Provide Services prior to CES Survey				X		

Using HMIS for CES

- HMIS pages accessible by CES Users (varies by role)
  - Search pages
  - Client Intake v5.5
    - Documents
  - Program Entry
    - Assessment Part 1
  - Supplemental Assessments
    - Assessment Part 2
  - Services
  - Case Notes
  - Client Prioritization List
  - Housing Resource List
    - Vacancy Form

Resources

- CES Train-the-Trainer Program
  - SPA Leads trained to perform HMIS Training for CES

- Other resources available on our HMIS site
  - Webinar Recordings
  - Refresher Videos Clips